

PREAMBLE

The main goals of the Graduate Student Association are to provide a means by which graduate students can actively influence and participate in student-related policies and to protect the rights of the graduate students while improving the quality of the environment for the students of Wake Forest University's Graduate School of Arts and Sciences. The Graduate Student Association will also strive to promote fellowship among graduate students and faculty. The said goals shall be carried out in accordance with the mission and purpose of Wake Forest University as stated in the Student Handbook.

ARTICLE I: NAME

The name of the organization shall be the Graduate Student Association of Wake Forest University Graduate School of Arts and Sciences, herein abbreviated GSA or referred to as the Association.

ARTICLE II: MEMBERSHIP

All enrolled graduate students of Wake Forest University Graduate School of Arts and Sciences shall be members of the Association. An individual shall not be discriminated against on the basis of race, religion, age, disability, veteran status, handicapped status, national and/or ethnic origin, marital status, gender or sexual orientation.

ARTICLE III: GRADUATE STUDENT COUNCIL

Section 1:

The Graduate Student Council (GSC) shall consist of the executive officers, as defined in Article IV, and a minimum of one and maximum of two representatives (including executive board members) from each department or program of the Graduate School of Arts and Sciences.

Section 2:

Any student enrolled at the Graduate School of Arts and Sciences is eligible to serve as a representative.

Section 3:

The graduate students in their respective department or program shall elect their representative(s).

Section 4:

Each representative shall be entitled to one vote and may submit a written proxy or send an alternative representative in the event of an absence.

Section 5:

The term of office shall be for the period of one calendar year, commencing on the date of commencement for the graduate school.

Section 6:

Each representative shall be limited to three one-year terms office. He/she may petition for additional terms; this petition must be submitted in writing to an executive officer of that campus prior to the end of the third term.

Section 7:

If a representative vacates his/her position before the end of the term of office, the department or program shall designate a replacement.

Section 8: The Duties of Each Representative

- a. Represent the interests of their department/program in all matters of the GSA.
- b. Attend all GSC meetings.
- c. Inform their department/program of GSA activities or events.
- d. Discuss, draft, and approve resolutions of the Association.
- e. Review the Constitution and Bylaws of the Association.
- f. Approve recommendations regarding institutional policies affecting graduate students.

Section 9: Recalling Representative from Service

- a. Any Representative who exhibits gross misconduct, malfeasance, or fails to attend two consecutive Council meetings without sending a written proxy or alternate representative may be recalled from service as outlined below:
 - i. The campus chair must call a vote for the representative's recall from service.
 - ii. The campus chair may take up to fifteen minutes to explain the reasons for this course of action.
 - iii. The GSC may take up to fifteen minutes to debate the reasons given.
 - iv. A simple majority of representatives present is needed to institute the recall from service.
- b. Recalled representatives may appeal the action as defined below:
 - i. The representative may appeal this decision to recall at the next GSC meeting.
 - ii. The representative will be given up to fifteen minutes to present his/her case.
 - iii. The GSC may take up to fifteen minutes to question the representative.
 - iv. The GSC then may take up to fifteen minutes to discuss the appeal in the absence of the recalled representative.
 - v. Two-thirds of the ballot votes are necessary to overturn the recalling from service. The representative is ineligible to vote.

ARTICLE IV: EXECUTIVE BOARD

Section 1:

There shall be four elected officers of the executive board of the GSA. The elected officers shall consist of one chairperson each for the Reynolda and Bowman Gray campuses, one secretary, and one treasurer. For the positions of treasurer and secretary, campus shall not be defined.

Section 2:

For the purposes of special meetings, the rank of the officers shall be as follows: chair, secretary, then treasurer with equal status between the two campuses.

Section 3:

The term of office shall be for the period of one calendar year, commencing on the date of commencement for the graduate school.

Section 4:

Each representative shall be limited to two one-year terms office. He/she may petition for additional terms; this petition must be submitted in writing to an executive officer of that campus prior to the end of the second term.

Section 5: Election of Officers

- a. Election to office shall be open to any student of the Graduate School of Arts and Sciences who was elected to represent his/her department or program for the GSA.
- b. All members of the Graduate Student Council shall be entitled to vote in the officer elections.
- c. Election to office shall require a simple majority vote of representatives present.
- d. In the event of a tie, a run-off election shall be held between the tied candidates.
- e. If an elected officer vacates his/her position prior to the end of the term of office, the remaining Executive Board members from that campus shall nominate a replacement to be confirmed by the representatives from that campus by simple majority vote of representatives present.

Section 6: Duties of the Officers

- a. The duties of the Co-Chairs shall be:
 - i. To enforce the Constitution and Bylaws of the Association.
 - ii. To preside over the Graduate Student Council and general GSA meetings.
 - iii. To represent the Association at the Graduate Program meetings.
 - iv. To represent the Association on matters of business with the Dean of the Graduate School of Arts and Sciences and other University officials.
 - v. To recruit and appoint chairpersons and members of the GSA committees and serve ex-officio on all committees.
 - vi. To conduct training and orientation for the campus Chair-elect of the GSA.
 - vii. To prepare the annual report of the GSA at the end of his/her term.
 - viii. To perform such duties as the office shall require.
- b. The duties of the Secretary shall be:
 - i. To record the official minutes of all meetings of the Graduate Student Council.
 - ii. To maintain the official roster of all Representatives and take attendance at all Graduate Student Council meetings.
 - iii. To supervise the maintenance of all official correspondence of the Graduate Student Association.
 - iv. To notify Representatives and graduate advisors of all Graduate Student Council meetings and other GSA activities.
 - v. To assume responsibility for the dissemination of minutes and pertinent materials to all graduate students of their appointing campus.
 - vi. To perform such duties as the office shall require.
- c. The duties of the Treasurer shall be:
 - i. To manage the finances of the Association.
 - ii. To present a current fiscal report at each meeting of the Graduate Student Council meetings.
 - iii. To maintain current financial records of the Association.
 - iv. To coordinate all financial transactions with the Graduate School of Arts and Sciences, including the approval of all requisitions and disbursements, and maintenance of account ledgers.
 - v. To perform such duties as the office shall require.

Section 7: Impeachment of Officers

- a. Officers of the Graduate Student Association may be impeached for misconduct or malfeasance in office, failure to attend two consecutive Council meetings without sending a written proxy or alternate representative, or for nonperformance of duties outlined in Article IV, Section 6. The impeachment process shall be carried out as described below.
- b. Letter of Intent to Impeach
 - i. The charging representative must submit a letter to the "highest ranking officer" of the GSC.
 - ii. The letter of intent must explain which officer(s) are to be impeached and the reason(s) for this course of action.
 - iii. An additional representative from each campus must second this letter.
- c. Preliminary Impeachment Meeting
 - i. The highest-ranking officer of the GSA must call a joint campus GSA meeting to address the validity of the charges presented.
 - ii. This joint campus GSA meeting must take place no earlier than forty-eight hours and no later than one week after the letter of intent to impeach was filed.
 - iii. The highest-ranking officer must ensure that the meeting be set at a time that is convenient for the GSA representatives and the accused officer. If there is no possible time that is convenient to the accused officer, then the matter is directly forwarded to the Dean of the Graduate School of Arts and Sciences, and that officer becomes officially impeached.
 - iv. The charging and two additional representatives need not be present at the preliminary impeachment meeting, but the accused officer must be present.
 - v. Quorum for the Preliminary Impeachment Meeting is ten representatives, five of whom must be from one campus and five of whom must be from the other. Neither the charging representative, the two additional representatives, nor the accused officer are eligible to vote at the preliminary impeachment meeting.
 - vi. The charging representative may have up to fifteen minutes to present the charges.
 - vii. The accused officer may have up to fifteen minutes to offer a rebuttal to the charges.
 - viii. The GSC may then question the charging representative for up to fifteen minutes.
 - ix. The accused officer may have up to fifteen minutes to offer a rebuttal to the questioning.
 - x. The GSC may wish to debate the charges and rebuttal for up to fifteen minutes. The charging representative, two additional representatives, and the accused officer may not be present during this discussion period.
 - xi. The GSC must then vote on whether to formally impeach the accused officer. The charging representative, the two additional representatives, and the accused officer may be present for the vote but may not vote.
 - xii. The vote shall be by ballot.
 - xiii. Two-thirds of the vote is necessary to institute the impeachment.
 - xiv. Abstentions count towards the total number of votes.
 - xv. In the event of an impeachment, the highest-ranking officer must formally present the impeachment to the Dean of the Graduate School of Arts and Sciences.
- d. Formal Impeachment
 - i. In the event of an impeachment, the highest-ranking officer must submit charges in writing to the Dean of the Graduate School of Arts and Sciences within forty-eight hours.

- ii. All materials concerning the impeachment must be forwarded to the Dean of the Graduate School of Arts and Sciences, (i.e., findings from the preliminary impeachment meeting, the impeachment vote results, the notes taken by GSA secretaries, and the original letter of intent to impeach).
- iii. All charges shall be made public and investigated by the Dean of the Graduate School of Arts and Sciences.
- iv. The Dean of the Graduate School of Arts and Sciences shall decide the course of action against the impeached officer.

ARTICLE V: GENERAL MEETINGS

Section 1:

The Graduate Student Council shall meet publicly once per month during the academic year and shall meet publicly or privately at other times as deemed necessary by the Co-Chair or by call from at least three Representatives.

Section 2: The agenda outline by Robert's Rules of Order shall be followed as listed below:

- a. Call to order.
- b. Reading, correction, and approval of previous minutes.
- c. Officers' report.
- d. Executive committee report.
- e. Standing committees' reports.
- f. Special committees' reports.
- g. Unfinished business.
- h. New business.
- i. Announcements.
- j. Adjournment.

Section 3:

A quorum of five Representatives or their alternates shall be required for any Graduate Student Council meeting.

Section 4:

There shall be at least one joint meeting per semester between the Graduate Student Council of the Reynolda and Bowman Gray campuses.

Section 5:

The officers shall meet at the discretion of the campus chair.

Section 6:

Representatives as well as general graduate students shall be accorded time at general meetings to speak on issues affecting graduate life at Wake Forest University.

ARTICLE VI: CHAIRS AND COMMITTEES

Section 1: Standing GSA Chairs

There shall be eleven standing GSA chairs including two Insurance Co-Chairs (one from each campus), two Athletics Co-Chairs (one from each campus), Bowman Gray Yearbook Chair, Professional Development Chair, Policy and Academics Chair, two Social Co-Chairs (one from each campus), Committee on Information Technology (CIT) Chair, and Volunteer and Community Service Chair.

Section 2: Duties of the Insurance Co-Chairs

- a. Maintain a current Insurance Report comparing WFU Graduate School's insurance programs offered to students on both campuses to our peer institutions (e.g. Duke, Emory, University of North Carolina, and Vanderbilt)
- b. Present an Insurance Overview to the Graduate Council once every academic year.
- c. Update the Graduate Student Council of any insurance changes.

Section 3: Duties of the Athletics Co-Chairs

- a. Accept grievances regarding athletics ticketing and parking from graduate students.
- b. Research to improve the athletics ticketing and parking situation for graduate students.
- c. Notify the Graduate Student Council of any changes to the athletics ticketing and parking procedures pertaining to graduate students.

Section 4: Duties of the Bowman Gray Yearbook Chair

- a. Submit picture of graduate student events to the yearbook staff with correct information for students pictured
- b. Assure that the program information is current when featured in the yearbook
- c. Compose introductions for the yearbook sections of the Biomedical *Sciences graduate school*

Section 5: Duties of the Professional Development Chair

- a. Schedule speakers for the annual graduate school forum
- b. Organize and maintain a database of past speakers
- c. Organize and maintain a database of student survey responses each year
- d. Maintain listings for jobs and post-doctoral positions

Section 6: Duties of the Policy and Academic Chair

- a. Accept the written concerns or grievances of graduate students.
- b. Oversee management of the Constitution.
- c. Review impeachments in conjunction with the Dean of the Graduate School of Arts and Sciences.

Section 7: Duties of the Social Co-Chairs

- a. Organize August Welcome Picnic and April End of Year Picnic.
- b. Organize monthly events to provide cross-campus interactions.

- c. Organize athletic events to provide cross-campus interactions.
- d. Propose and organize fundraisers to pay for any additional social events or community service projects that would promote cross-campus interactions.

Section 8: Duties of the CIT Chair

- a. Attend monthly meetings of the CIT.
- b. Fulfill duties required by the CIT. As this position is as a full, voting member of the CIT Committee, there may be additional duties required by the CIT (e.g. researching information.)
- c. Stay familiar and up-to-date with information technology as it pertains to this position and determine the yearly laptop configuration for graduate students (hardware and software).

Section 9: Duties of the Volunteer and Community Service Chair

- a. Plan and organize at least one community service project per academic year
- b. Work to collaborate with other WFU Graduate School organizations on volunteer projects
- c. Update the Graduate Student Council of monthly volunteer opportunities in the community

Section 10: Other GSA Chairs

Additional GSA Chairs shall be created by the executive committee as the need arises or as nominated and voted upon by the Graduate Student Council.

Section 11: Eligibility

GSA chairpersons do not have to hold office on the Executive Board, but must serve as a departmental representative.

Section 12: Duties of GSA Chairs

- a. Represent the interests of all graduate students on the issues concerning the said Chair position to the best of his/her ability.
- b. Prepare either an oral or written report to be submitted to the secretary one week prior to the next Graduate Student Council meeting.
- c. Form and chair committees for said chair position as necessary.

ARTICLE VII: FINANCES

Funds to the Graduate Student Association are allocated, maintained, and managed by the Graduate School of Arts and Sciences. Allocation of funds will be subject to the rules and restrictions mandated by the Graduate School of Arts and Sciences.

ARTICLE VIII: AMENDMENT

Section 1:

Any graduate student of the Graduate School of Arts and Sciences may propose an amendment to this Constitution by writing to the Chair of their respective campus.

Section 2:

Upon receipt of the proposed amendment, the Chair shall review it for clarity of language and shall present it to the Graduate Student Council the proposed amendment as received. The Chair shall also present those sections of the Constitution affected by the proposal.

Section 3:

Proposed amendments to the Constitution shall be voted upon during a joint Council meeting of both campuses. At least five members from each campus must be present and voting.

Section 4:

Voting to ratify an amendment shall not take place earlier than the second joint Council meeting after which the proposal is raised.

Section 5:

The approval of three-fifths of votes cast shall be necessary for ratification of the amendment.

Section 6:

An amendment shall become effective fourteen days, excluding holidays, after its publication, unless contested by graduate students demanding a referendum. The campus chairs shall conduct a referendum within thirty days, excluding holidays, after the GSC's receipt of a petition signed by five percent of the graduate students. To be lawful and binding, a referendum must be supported by the votes of at least twenty percent of the graduate students of the Graduate School of Arts and Sciences.

ARTICLE IX: FACULTY ADVISOR

The faculty advisor shall be the Dean of the Graduate School of Arts and Sciences or an appointed faculty member.

ARTICLE X: RATIFICATION

Section 1:

The approval by a simply majority of votes cast at a joint campus GSA meeting with at least five representatives present from each campus shall be necessary for ratification of this Constitution.

Section 2:

This Constitution shall become effective fourteen days, excluding holidays, after its publication, unless contested during this fourteen-day period by graduate students calling for a referendum. This petition must be signed by at least five percent of the membership of the GSA.

Section 3:

The campus chairs shall conduct a referendum within thirty days, excluding holidays, after the GSC's receipt of the aforementioned petition. To be lawful and binding, a referendum must be supported by the votes of at least twenty percent of the graduate students of the Graduate School of Arts and Sciences; otherwise, the petition for referendum gets voided.